

## **COMMUNICATION 136033**

Received from: Diane Smithson, Chief Administrative Officer  
Addressed to: Committee of the Whole  
Date: March 25, 2025  
Topic: CAO's Report – Delegated Authority

### **SUMMARY**

The intent of the Delegated Authority By-law is to allow items of a more routine, operational nature to be delegated to Staff to allow for timely decision making and to free up time on Council agendas for more important matters.

### **BACKGROUND**

In May 2018, Council passed its first by-law to delegate authority for some matters to staff in order to eliminate work of a more operational matter at the Council table, free up time at Council and Committee meetings for more important matters and improve timing of decisions. Under Section 23.1 of the Municipal Act, Council is authorized to delegate its powers and duties to a person. As new items are recommended for inclusion on the list, they will be tracked and brought forward about once a year for consideration by Council. The initial by-law has been updated as new items have been added to the By-law with the most recent by-law being passed in 2020. Since then, the by-law has been updated numerous times.

At the time the Delegated Authority By-law was recommended by Staff, it was suggested that a monthly report be made by the CAO to update them on any delegated authority items that had been approved, particularly in the areas of tenders, requests for proposal approvals, and staff hiring. The CAO only prepares reports when there are new items to report on, which may not be on a monthly basis.

### **COMMENT**

The following matters received approval under Delegated Approval since the last report:

#### **PROCUREMENT:**

1. The 2024 capital budget included \$90,000.00 allocated to undertake a Transit Feasibility Study with \$50,000.00 coming from grants. The funds were proposed to be used to engage a consultant to assist the Town in the completion of the project. The Town issued the RFP on October 18, 2024 through MERX which closed on November 14, 2024. At RFP closing, the Town received five (5) submissions. After reviewing the proposals, the project was awarded to Parsons in the amount of \$78,290.00 plus HST. The Town's net cost is \$79,667.90. As a result, this project came in \$10,332.10 under budget.
2. The 2025 capital budget includes \$3,900,000.00 allocated for the replacement of the Industrial Avenue Sanitary Pumping Station to accommodate future growth and as part of lifecycle renewal. This amount was increased from the 2024 approved amount of \$2,300,680.00 as per the Director of Public Works' June 11, 2024 report

to Committee of the Whole. The allocation of funds were proposed to be used to pay for design, tendering, contract administration, construction of a new sanitary sewage pumping station and force main. The tender was posted on MERX and advertised on the Town's website and closed on November 29, 2024. The Town received seven (7) bids at tender closing. The submissions were reviewed by JL Richards for completeness and accuracy. The project was awarded to the low bidder, Thomas Cavanagh Construction Limited in the amount of \$3,385,396.39 plus HST. The Town's net cost is \$3,444,979.37, leaving surplus funds of \$455,020.63. The construction contract included a contingency of \$200,000.00.

3. The approved 2025 capital budget includes \$60,000 allocated for the environmental monitoring program at 7 Beckwith Street (Market Square). Contamination at the site was initially identified by the former property owner, Canadian Tire Corp., who commissioned several environmental assessment studies between 1997 and 2006 which indicated the site being impacted by volatile organic compounds, polycyclic aromatic hydrocarbons, metals and petroleum hydrocarbons. Atkins Réalis (formerly SNC Lavalin) has been retained by the Town since 2008 to conduct a series of environmental investigations at the site. In 2016, the Town installed a zero-valent iron permeable reactive barrier to intercept and treat the contaminated groundwater migrating northward. Atkins Réalis submitted a proposal for the continuation of the monitoring program at 7 Beckwith, including spring and fall sampling, with a total cost of \$58,961.40 plus HST. The Town's net cost is \$59,999.12, leaving surplus funds of \$0.88. This work was awarded to Atkins Réalis under single source procurement as it is staff's opinion that their intimate knowledge of the contamination issues on this site will ensure the comprehensive, cost-effective and timely completion of sampling and the environmental investigation at this location.
4. The approved 2025 budget included \$150,000.00 for the completion of a Secondary Plan for the area known locally as "Franktown Road". The completion of the Secondary Plan is one (1) of seven (7) initiatives the Town is required to complete in 2025 as part of our commitment to the Canadian Mortgage and Housing Corporation's "Housing Accelerator Fund" Program. The RFP was posted on the MERX and the Town's website on January 27, 2025 with a closing date of February 28, 2025. The Town received three (3) submissions however, one (1) of the submissions was received after the RFP closing time and was therefore, not evaluated. After scoring the submissions in accordance with the RFP, the project was awarded to JL Richards in the amount of \$119,865.00 plus HST. The Town's net cost is \$121,974.62, leaving surplus funds of \$28,025.38.
5. The approved 2025 budget included \$125,000.00 for the completion of a comprehensive Development Fees and Charges Study. The completion of the Comprehensive Fees and Charges Study is one (1) of seven (7) initiatives the Town is required to complete in 2025 as part of our commitment to the Canadian Mortgage and Housing Corporation's "Housing Accelerator Fund" Program. The project was awarded to Watson Associates Economists Limited in the amount of

\$59,927.00 plus HST. The Town's net cost is \$60,981.72, leaving a surplus of \$64,018.28. The project was awarded by single source procurement to Watson & Associates Economists Limited as they have completed numerous assessments of financial incentives and user fee studies for many municipalities and they have experience and knowledge of the Town gained from recently undertaking the Town's Development Charges Background Study and By-law and are currently undertaking a water and wastewater rate study and financial plan for the Town. Staff believe their knowledge of the Town and our rates will save the Town significantly in terms of the fees that will be charged than if we had to start fresh with a new firm which would need to get up to speed. Their intimate knowledge with our community, our growth and development and fees/charges will ensure the comprehensive, cost-effective and timely completion of the Comprehensive Fees and Charges Study.

6. The approved 2025 Capital budget includes \$300,000.00 allocated for the completion of a design-build tender for the construction of a 5-bay garage and new salt/sand shed at the 97 Franklin Street Public Works yard. These works are necessary to address increases in fleet and material to keep up with the growth in Town. HP Engineering was awarded the contract for the completion of a design-build tender including support through the tendering process at a cost of \$4,500.00 plus HST. The Town's net cost is \$4,579.20, leaving a surplus of \$295,420.80. This project was awarded by single source procurement as the firm has worked with local municipalities in the recent past on both facility expansions and bridge designs. They successfully completed a similar 6-bay garage expansion for Mississippi Mills to the satisfaction of the Municipality. They also completed the Town of Carleton Place's OSIM reports for our three (3) municipal bridges in 2024. They have a solid reputation of providing good structural engineering services at a very reasonable cost as the savings above demonstrate. It should be noted that there will be additional works required as part of this assignment such as geotechnical investigation, survey, utility coordination, etc. which will be paid for from the funds allocated to this capital project.
7. The 2025 Capital Water and Sewer Budget includes an allocation of \$653,000.00 for the watermain extension project which will be built in conjunction with the McEachen Drive and Captain A. Roy Brown Boulevard (CARBB) roadway project. This project involves the installation of a 300mm watermain to complete a loop from the south of Highway 7 to the Uniform Subdivision, as identified in the South of 7 Servicing Masterplan dated July 31, 2013. The original estimate included a line item for design, contract administration, project management, and inspection services with an estimated cost of \$65,000.00. The project was awarded to ByTown Engineering for the detailed design and tendering of the Watermain Extension Project to an upset limit of \$19,000.00 plus HST. The Town's net cost is \$19,334.40, leaving a surplus of \$45,665.60. This project was awarded by sole source contract to ByTown Engineering as they were already retained by the Town to complete the designs of CARBB and it would not be practical to engage

separate engineering firms for a project that will be tendered and constructed as a single large project for the construction of CARBB and McEachen Drive.

**STAFFING:**

None

**OTHER:**

None

**FINANCIAL IMPACT**

There are no additional budget implications associated with these matters other than what is included in Departmental budgets. It should be noted that all tendered items included in this report resulted in savings to the Town. The total savings for the items included in this report are \$898,483.67 and year to date, are the same total as this is the first delegated authority report for 2025.

**RECOMMENDATION**

THAT Council receives as information the CAO's Delegated Authority Report dated March 25, 2025.